



JOB DESCRIPTION

Title: **COMMUNITY AND ECONOMIC
DEVELOPMENT DIVISION MANAGER**

Department: Administrative and Development Services

Class Code: 1800

FLSA Status: Exempt

Effective Date: March 1, 2008 (Rev. 06/2011)

Grade Number: 28

GENERAL PURPOSE

Under the general direction of the Administrative and Development Services Director, performs professional, administrative, and managerial duties related to directing, organizing and managing the Community and Economic Development Division, including planning, zoning, economic development, neighborhood preservation, business licensing, federal grants and zoning code enforcement. Works with businesses and residences in the City.

EXAMPLE OF DUTIES

- *-- Plans, coordinates and directs the implementation of the city general plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- *-- Manages the day-to-day operations of the division; initiates studies regarding zoning issues, development of ordinances, business licensing, review of permits, architectural designs, etc. and issues interpretations of city zoning, planning, building and related ordinances and regulations.
- *-- Provides reports and oral presentations as required. Works with the Planning and Zoning Commission, Board of Adjustment and Planning staff to provide leadership, technical insight, and recommendations related to planning, zoning, signs, subdivision ordinances and the city general plan.
- *-- Supervises personnel, including planners and ordinance enforcement officers; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work assignments. Assists in preparing and managing annual budget and monitors expenditures.

- *-- Meets with the public, developers and contractors regarding development issues; interprets information in City ordinances pertaining to the division.
- *-- Coordinates and cooperates with the Mayor's Office, Attorney's Office and Police Department in the enforcement of zoning and health ordinances and assists in the prosecution of violators.
- *-- Meets with businesses; develops profiles and maintains a positive relationship with businesses. Works with local Chamber to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the City. Works with the Administrative and Development Services Director in economic development and redevelopment efforts for the City.
- *-- Oversees and administers business licensing services. Maintains effective customer service, follow-up, and enforcement of licensing for business.
- *-- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- *-- Coordinates, plans, prepares, supervises and administers the City Community Development Block Grant program and housing programs. Attends hearings, reviews budgets and coordinates with other County and Federal officials and agencies.
- *-- Serves as a representative on state and local committees such as affordable housing and homeless committees or other related to community and economic development functions.
- Performs related duties as assigned by the Administrative and Development Services Director.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's Degree in business, urban planning, public administration or closely related field and five (5) years of progressively responsible experience performing above or related duties, or an equivalent combination of education and/or experience.
- Supervisory experience is preferred.

Special Requirements

- Must have a valid Utah Driver's License.
- American Institute of Certified Planners (AICP) certification is preferred.
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.
- Travel between office and City Hall is required.

Necessary knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government, economic development structure and operation, including budgetary procedures.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers, divisions, departments and other government agencies.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.